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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 5 November 1959

25X1 SUBJECT: Weekly Activity Report No. 42
29 October - 3 November 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. We were faced with the dilemma of insufficient registrations for the GS-14 Management course scheduled to begin next week. We had only four applicants last Monday, but have built it up to a good class of nine students now.

25X1 2. At [] request to [] close of registration has been extended one week for the Audio Surveillance Management course. There are only five enrolled to date. On the brighter side, we've received word that there will be at least 16 in the Introduction to Overseas Effectiveness, for which we have two registrations now.

3. Nowhere in the local papers have I seen full copies of both texts in the cornerstone ceremony. They'll appear in the regular November-December Bulletin about the end of this month.

25X1 4. A time-consuming project of the Standards Branch, particularly in the person of [] has been the preparation of a current roster and digest of all component conducted courses, formal and on-the-job, which are open to employees outside the Office sponsoring the training. This information is expected to be an asset in meeting miscellaneous training requirements referred to the Registrar Staff.

5. In the course of re-examining Headquarters estimates of external training requirements for FY 1960, a finding of interest was the fact that eight components specified requirements for the training of 83 employees in 17 separate courses conducted at U. S. Army installations.

25 YEAR RE-REVIEW

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25X1 6. Returns now coming in from OTR Schools and Staffs on the proposed revision of OTR Regulation [] "Publication of OTR Material", show favorable reaction to the directive as presently conceived. This revision, and accompanying rescission of old and conflicting regulations, will be a vast improvement.

25X1 7. [] after spending one and one-half weeks of orientation in her duties relative to the production of OTR regulations, is now being initiated into the function of disseminating individual training reports after reviewing them for acceptability by OTR standards. She will be responsible for this activity in the future.

25X1 8. [] and I met with [] FE Division, to discuss a proposed [] language program for [], JOT, currently assigned to FE Division. A preliminary reading from FSI revealed that an appropriate training program would be available in [] during the early part of 1960. At the present time, the State Department sends their employees to Yale for a nine month basic [] course and then to [] for twelve months intensive study beginning at about the intermediate level. From the information currently available on [] he would fit nicely into the [] program. As soon as the request is received from FE Division, the case will be discussed with []
25X1 [] has been informed of FE's interest.

25X1 10. Information has been furnished [] regarding some more GS-14 and GS-15's with SA designations who have taken external training. This information is to be used in setting up a roster for the Fort Belvoir Management Program. A recent letter from CONARC allocated a space for the Agency in each of the remaining three week programs and one space in the 5 1/2 day Management Orientation. The latter course begins on 15 November and we were advised yesterday by []
25X1 [] will be the candidate for this program. [] is making available to [] the appropriate literature which we have on this course. All other administrative arrangements will be completed this week.

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11. We had a security violation Monday. [] one of the checkers, dismissed the other one then failed to secure his own safe. Not only did this break our staff security record, but I understand it was the first violation for Bob after ten years with the Agency.

12. Nine persons (one, a girl) in the Geography Division. [] ORR, are interested in a 3 - 5 day course in [] [] TO/RR, made inquiries about procedures for approval. He will summarize details in a memorandum to the DTR through the DD/P Training Officer. The nine recommended for the special instruction support DD/P in this particular type of activity. F

13. In response to [] inquiries as to the extent that the Agency participates in the Senior Foreign Service Officers' course, aside from attendance, [] was able to provide him with the information that in the September 58 - June 59 course, three Agency people provided some instruction. These were [] (presumed to be [] of ORR), and [] of ORR.

14. A request for machine runs to enable the Testing Branch, IAS, to plan its Agency-wide language testing program was sent to Chief, QAB on Friday. Using November 15, 1959 as the cut-off date, we requested an original and two of two alpha-by-Component, listings of headquarters employees only who have not been tested in those languages in which they have claimed some proficiency. One list will contain names and grades of those with claimed intermediate or higher proficiency in any or all elements of a language: a second, names and grades at elementary or lower proficiency in any or all elements. Both lists will include the basics, i.e., serial number, date of birth, and date of action.

15. A detail has been added to the course followed by the Information Branch in determining language awards. In order to assist [] in evaluating his newly applied grading system, effective 15 August, we will complete a listing that will show levels achieved by individuals in a previous test and levels in a current test. Obviously, his comparison will be on a test-to-test basis and in order to make any significant evaluation, he will need, he thinks, a sampling of about 400. Just to give some idea of the time it will take to accumulate that number, of the 265 Norma received this reporting week, only 62 were "second tests" and thus were recorded for Bill's later use.

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16. We furnished the Executive Officer/TR answers to these questions raised by the Bureau of the Budget:

How much is paid to employees for achieving or maintaining a language skill?

What causes the roughly 1/3 increase in costs of external training from 1959 to 1960 since the numbers of people are roughly the same?

What is distribution of awards since beginning of program between different types of personnel? How many are paid awards for the major European languages (German, Spanish, French, etc.) as compared to the so-called esoteric languages (Chinese, Hindi, Arabic, Japanese, etc.)?

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17. With [] on board now, we are at full strength plus one employee on detail. [] release from the hospital was delayed for special treatment.

18. During the week 28 October - 3 November 1959, there were 849 persons enrolled in OTR conducted training:

324 enrolled in 53 classes (9 languages) voluntary

211 enrolled in 44 classes (15 languages) internal

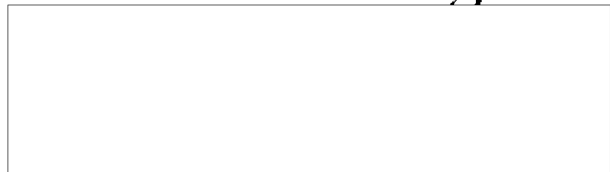
72 enrolled in 5 Operations School courses

134 enrolled in 7 Intelligence School courses

7 from other Government agencies

22 Dependents

79 Junior Officer Trainees



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